

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

MA&UD – APCRDA – Preparation of Human Resource Policy and Organization Manual
– Andhra Pradesh Capital Region Development Authority Human Resource Policy
Rules – Orders issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (M2) DEPARTMENT

G.O.Ms.No:83

Dated: 16.04.2015

Read the Following:

1. APCRDA Act (Act 11 of 2014)
2. G.O.Ms.No.255 MA&UD (M2) Department, Dated: 30.12.2014
3. From the Commissioner, Capital Region Development Authority, Vijayawada, E-mail dated: 05.03.2015

ORDER:

The Andhra Pradesh Capital Region Development Authority Act, 2014 (Act 11 of 2014) has come into force with effect from 30th day of December 2014 by virtue of notification published in the Extra-ordinary issue of AP Gazette, Dated: 30.12.2014.

2. Government in the G.O 2nd read above, have issued orders ceasing existing Vijayawada, Guntur, Tenali, Mangalagiri Urban Development Authority (VGTMUDA) and constituted Andhra Pradesh Capital Region Development Authority (APCRDA) under Chairmanship of Hon'ble Chief Minister of Andhra Pradesh.

3. The Commissioner, APCRDA in the reference 3rd read above, have furnished Human Resource Policy of APCRDA and requested to issue necessary instructions in the matter.

4. The proposal has been placed in the Executive Committee meeting dated. 05.02.2015. The Executive Committee considered the same and suggested certain changes in the proposal.

5. Government, after examination of the matter, hereby issue the APCRDA Human Resource Policy rules, 2015.

6. Accordingly, the following notification shall be published in AP Extraordinary Gazette **dated:16.04.2015**. The Commissioner, Printing, Stationery & Stores Purchase, AP, Hyderabad is requested to publish the notification and furnish 150 copies of the notification to the Government.

7. A copy of this order is available in the Internet and can be accessed at the address <http://goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**GIRIDHAR ARAMANE
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner, Printing, Stationery & Stores Purchase, AP, Hyderabad.

The Commissioner, Capital Region Development Authority, Vijayawada.

The District Collector, Krishna District,

The District Collector, Guntur District,

P.T.O

The Commissioner, Guntur Municipal Corporation, Guntur,
The Commissioner, Vijayawada Municipal Corporation, Vijayawada,
The Commissioner & Director of Municipal Administration, A.P. Hyderabad.
The Director of Town & Country Planning, Andhra Pradesh, Hyderabad.

Copy to

The PS to Hon'ble Chief Minister
The PS to Hon'ble Minister for MA&UD
The PS to Hon'ble Minister for Finance
The PS to Chief Secretary
MA&UD (M) Department

// FORWARDED :: BY ORDER //

SECTION OFFICER

NOTIFICATION

In exercise of the powers conferred under section 18 (1) of Andhra Pradesh Capital Region Development Authority Act, 2014 [Act 11 of 2014], the Government of Andhra Pradesh hereby make the following rules, namely "Andhra Pradesh Capital Region Development Authority Human Resource Policy Rules, 2015.

1. INTRODUCTION

These Rules may be called as 'Andhra Pradesh Capital Region Development Authority Rules of Human Resource Policy'.

These Rules are notified by the Authority with the approval of the Government under the powers vested under section 19 (2) (m) of APCRDA Act, 2014.

These Rules are applicable to all employees and staff working in CRDA.

2. RECRUITMENT PROCESS

- (1)** All the posts and vacancies in APCRDA shall be filled up as per APCRDA Service Rules, 2015.
- (a) The posts earmarked for direct recruitment shall be filled up through the Andhra Pradesh Public Service Commission or as decided by the Executive Committee.
- (b) The posts earmarked for promotion shall be filled up through the panels prepared by the Departmental Promotion Committee, which shall be constituted by the Executive Committee once in two years. The rules / guidelines pertaining to the filling up of the posts in Government departments through Departmental Promotion Committee shall be followed.

- (c) The prior approval of the Executive Committee shall be obtained for filling up of any post by direct recruitment or by promotion after examining the necessity for filling up the post.

(2) APPOINTMENT

- (a) On receipt of the list of selected candidates for various posts, the Authority / Executive Committee / Commissioner, CRDA has to issue the Order of Appointment to the candidates duly informing them to join duty on the date specified and submit the required certificates, other documents and also to submit the certificate issued by a Medical practitioner, not below the rank of a civil surgeon of a Govt. Hospital certifying that the candidate is fit for employment after conducting detailed medical examination.
- (b) After joining the office, the details pertaining to the former employer/reference given by the employee and the places of his previous living for study or for job or for any other purposes has to be obtained from the candidate and the same shall be forwarded to the competent officer / authority for verifying his/her antecedents. In the event of any adverse report, the appointment stands terminated.

(3) FITMENT

Fitment of erstwhile VGTM UDA employees, will be done as per provisions of these Rules subject to protecting the terms and conditions of their appointment.

3. REMUNERATION AND ALLOWANCES

- (1)** The officers deputed from Government shall be eligible to draw the pay/perks of the post against which they are appointed in CRDA.
- (2)** All rules and Rules applicable to Government employees from time to time will apply to all the Staff and Officers in CRDA with regard to the following items.
 - (a) Provident Fund
 - (b) Gratuity
 - (c) Health coverage
 - (d) Allotment and hiring of vehicles for official purposes
 - (e) Telephones: CRDA provides Closed User Group mobile phones to the employees and makes payment directly to the service provider subject to ceilings laid down from time to time. Any additional amounts shall be deducted from the pay of the employee unless exempted from Commissioner.
 - (f) Provision of transport: For official purposes, the CRDA will provide the official vehicle either owned by the CRDA or hired vehicles as per the orders and guidelines issued by the Finance Department, Government of Andhra Pradesh.

- (g) The Officers who are drawing salary in the scale of 49870-10070 and above are eligible for the provision of vehicle for official purpose by the CRDA.

4. WORKING DAYS & TIMINGS

(1) Office hours

The office hours of CRDA shall be from 10am to 5pm [with Lunch interval from 1.30pm to 2pm] on all working days. In case of emergency and for project staff the timings as prescribed by the Commissioner from time to time shall be followed.

(2) Holidays

Holidays as declared by the Government are applicable to CRDA.

5. ELECTRONIC RESOURCES USAGE POLICY AND GUIDELINES

(1) Introduction

(a) These Rules set out the obligations and expectations on employees including contract and temporary staff, who use the CRDA's IT facilities for internet and email purposes. It is important that they are used responsibly, are not abused, and that individuals understand the legal, professional and ethical obligations that apply to them.

(b) Employees should ensure that they use only licensed software and take back –up of all important data. Uses that threaten the integrity of the system, the privacy of others, or that are otherwise illegal, are hence forbidden. CRDA reserves the right to access and monitor all messages and files on its system, including information regarding employee internet use, as and when deemed necessary and appropriate. The electronic resources shall be used in an effective, ethical and lawful manner. Users who receive or notice obscene or inappropriate messages are needed to report the same immediately to their immediate superior or the Human Resources Department. CRDA will not be responsible for actions of employees deemed illegal with respect to the usage of electronic resources.

(2) Authorisation

No person is allowed to use CRDA IT facilities who has not previously been authorised to do so by the IS Department/ head of department. Unauthorised access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.

(3) Legislation

All users shall comply with the relevant legislation.

(4) Use of the Internet

Use of the Internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of CRDA in mind. Reasonable personal use is permissible subject to the following:

- (a) Users must not participate in any online activities that are likely to bring CRDA or the Government into disrepute, create or transmit material that might be defamatory or incur liability on the part of CRDA, or adversely impact on the image of CRDA or Government.
- (b) Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography, obscene matter, and community hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- (c) Users must not knowingly introduce any form of computer virus into the CRDA's computer network.
- (d) Personal use of the internet must not cause an increase for significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- (e) Users must not "hack into" unauthorised areas.
- (f) Users must not download commercial software or any copyrighted materials belonging to third parties, unless such downloads are covered or permitted under a commercial agreement or other such licence.
- (g) Users must not use the internet for personal financial gain.
- (h) Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- (i) Users must not use the internet to send offensive or harassing material to other users.
- (j) Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunch-time.
- (k) Use of gambling sites, online auction sites and social networking sites such as, but not limited to, Face book, LinkedIn, YouTube, Twitter, Bebo, Flickr, MySpace etc is not permissible.
- (l) Staff may face disciplinary action or other sanctions (see below) if they breach this policy and/or bring embarrassment on CRDA or bring it into disrepute.

(5) Use of Email

Personal use of CRDA email is not permitted. Emails sent or received on the email system form part of the official records of CRDA; they are not private property. CRDA does not recognise any right of employees to impose restrictions on disclosure of emails within CRDA.

Emails may be disclosed under the Right to Information Act, as part of legal proceedings (e.g. tribunals), and as part of disciplinary proceedings. Users are responsible for all actions relating to their email account/pc username and should therefore make every effort to ensure that no other person has access to their account. When using CRDA email, users must:

- (a) Ensure they do not disrupt the CRDA's wider IT systems or cause an increase for significant resource demand in storage, capacity, speed or system performance e.g. by sending large attachment to a large number of internal recipients.
- (b) ensure they do not harm the CRDA's reputation, bring it into disrepute, incur liability on the part of CRDA, or adversely impact on its image.
- (c) not seek to gain access to restricted areas of the network or other "hacking activities" is strictly forbidden
- (d) must not use email for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that include offensive or abusive comments about ethnicity or nationality, gender, disabilities, age, appearance, religious beliefs and practices, political beliefs or social background. Employees who receive emails with this content from other employees of CRDA should report the matter to the head of department.
- (e) not send email messages that might reasonably be considered by recipients to be bullying, harassing, abusive, malicious, discriminatory, defamatory, and libellous or contain illegal or offensive material, or foul language.
- (f) not upload, download, use, retain, distribute, or disseminate any images, text, materials, or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- (g) not send chain letters or joke emails from CRDA account
- (h) not engage in any activity that is likely to
 - (i) Corrupt or destroy other users' data or disrupt the work of other users
 - (ii) Waste staff effort or CRDA resources, or engage in activities that serve to deny service to other users

- (iii) Be outside of the scope of normal work-related duties – for example, unauthorised selling/advertising of goods and services
- (iv) Affect or have the potential to affect the performance of damage or overload the IT system, network, and/or external communications in any way
- (v) Be a breach of copyright or license provision with respect to both programs and data, including intellectual property rights

(6) Good Practice

CRDA has good practice guidelines for dealing with email when staff are out of the office for longer than three days. When activating the "out of office" facility messages should name an alternative member of staff for correspondents to contact if necessary. This will ensure that any important messages are picked up and dealt with within required timescales.

- (a) During periods of absence when highly important emails are anticipated, the employee (or manager) should make arrangements for notification and access by another appropriate member of staff.
- (b) Where sensitive and confidential information needs to be sent via email for practical reasons, please be aware that email is essentially a non-confidential means of communication. Emails can easily be forwarded or archived without the original sender's knowledge. They may be read by persons other than those they are intended for.
- (c) Users must exercise due care when writing emails to avoid being rude or unnecessarily terse. Emails sent from CRDA may be interpreted by others as CRDA statements. Users are responsible for ensuring that their content and tone is appropriate. Emails often need to be as formal and businesslike as other forms of written correspondence.
- (d) Users should delete all personal emails and attachments when they have been read and should also delete all unsolicited junk mail. In the process of archiving emails, users should ensure inappropriate material is not archived
- (e) CRDA provides a current and up to date automatic virus checker on all networked computers. However, caution should be used when opening any attachments or emails from unknown senders. Users must best endeavour to ensure that any file downloaded from the internet is done so from a reliable source.
- (f) It is a disciplinary offence to disable the virus checker. Any concerns about external emails, including files containing attachments, should be discussed with the concerned in is department.

(7) Legitimate Access to Prohibited Material

There may be circumstances where User feels that the nature of their work means that they are required to access or use material prohibited under this policy. If so, this should be discussed with the concerned in IS department. CRDA is legally responsible for the content and nature of all materials stored on/accessed from its network.

(8) Remote Users

Users may sometimes need to use CRDA equipment and access CRDA network while working remotely, whether from home or while travelling. The standards set out in this document apply whether or not CRDA equipment and resources are being used.

(9) Monitoring

All resources of CRDA, including computers, email, and voicemail are provided for legitimate use. If there are occasions where it is deemed necessary to examine data beyond that of the normal business activity of CRDA then, at any time and without prior notice, CRDA maintains the right to examine any systems and inspect and review all data recorded in those systems. This will be undertaken by authorised staff only. Any information stored on a computer, whether the information is contained on a hard drive, USB pen or in any other manner may be subject to scrutiny by CRDA. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists in the management of information systems.

(10) Penalties for Improper Use

- (a) **Withdrawal of facilities:** Users in breach of these Rules may have access to CRDA IT facilities restricted or withdrawn.
- (b) **Disciplinary Action:** Breaches of these Rules may be dealt with under the CRDA's disciplinary procedures. It may lead to termination of employment from CRDA.
- (c) **Breaches of the law:** Where appropriate, breaches of the law will be reported to the police.

6. GRIEVANCE PROCEDURE

- (1)** A grievance is individual and not collective. A grievance is about an unjust act affecting the employee and not a demand.

The following grievance procedure specifies the details of all the steps that are to be followed while redressing grievances.

- (a) **STEP 1:** Grievance is to be submitted in writing to immediate reporting authority who shall give his/her response within 48 hours. If the grievance is on the immediate reporting officer it should be submitted to the next higher level officer.
 - (b) **STEP 2:** If the Immediate reporting authority fails to provide a solution within 3 days, the aggrieved employee can take his /her grievance to next higher level officer who shall give his/her decision within 3 days.
 - (c) **STEP 3:** If the aggrieved employee is not satisfied with the decision of next higher level officer, he/she can take the grievance to Grievance Committee constituted by the Commissioner. The Grievance Committee makes its recommendations to the Commissioner within 7 days in the form of a report. The final decision of the Commissioner on the report of Grievance Committee must be communicated to the aggrieved employee within three days of the receipt of report.
- (2) Alternately if the employee chooses to, can submit his grievance to the Grievance committee directly (especially if the Grievance is on employee's immediate superior and or Head of the Department). The Grievance committee shall meet every week preferably on Monday and communicate its decision.

7. COMMUNICATION

- (1) CRDA will operate an Intranet portal for the exclusive use of its employees. The Rules, Rules, 'Dos and Don'ts' and the HR policy, and other Policy guide lines will form part of the Portal. In addition, all the notifications regarding, new joining, separations, etc. will also be posted.
- (2) To bring in more openness and objectivity, Commissioner or Heads of Departments or their nominees (if they are on tour/ leave) will meet once in a week to discuss the progress or issues or building blocks.
- (3) All the employees should meet once in a month at their respective locations to explain/ discuss their activities, improvements, impediments, employee grievances, and plan for remedial actions. The Minutes of this Open House Meetings will be put on Intranet for the information of all employees.
- (4) Intranet will also have a knowledge portal; where in employees can contribute articles on the contemporary practices in their field for improving/ sharing the knowledge. The best practices should be shared on this portal.
- (5) Intranet also will contain matters pertaining to employee's birth days, marriage, child birth, and or any significant achievements of acquiring additional qualifications, breakthrough in their work practices etc, which will inspire others to follow.

8. MISCELLANEOUS

(1) Limits of Authority

The Executive Committee, by name, may delegate from time to time, the limits of authority to the staff in respect of both administrative and financial matters subject to provisions of the Act.

(2) Interpretation

If any doubt arises in regard to the application of the Rules, the matter shall be referred to the Executive Committee whose decision shall be final.

(3) Power to Modify

Power to modify, amend, delete and to incorporate new / subsidiary provisions in these Rules vests with the Executive Committee till the next revision provided such changes do not alter the basic intent of the provisions.

(4) Saving Clause

The provisions of the Rules shall be in addition to and not in derogation of any other orders issued in this regard.

GIRIDHAR ARAMANE
PRINCIPAL SECRETARY TO GOVERNMENT

SECTION OFFICER